



Banwell Youth and Community Centre,  
West Street, Banwell. BS29 6DB  
01934 820442

25<sup>th</sup> April 2021

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose.

**To: The Chairman and all members of Banwell Parish Council.**

You are summoned to attend the Annual Meeting of Banwell Parish Council, to be held remotely (<https://us02web.zoom.us/j/308292669>) on Tuesday 4<sup>th</sup> May 2021 at 7.30pm, when the following business will be transacted.

*Paul Harding*

Chairman to the Council

Before the meeting begins there will be a public participation session – *This session is open to the Public to present comments, observations, information, petitions or lead deputations and is the only time members of the public may participate. (Please note that the Council is unable to make formal decisions under this item)*

**A G E N D A**

1. To elect a Chairman of the Parish Council for 2021/22 and to receive the Chairman's Declaration of Acceptance of Office
2. To elect a Vice Chairman of the Parish Council for 2021/22 and to receive the Vice Chairman's Declaration of Acceptance of Office
3. To receive apologies for absence.
4. To appoint Members to Committees and Working Groups for 2021/22 (see list of members from 2020/21 page 1)
5. To appoint members of outside bodies for 2021/2022 (see list of members from 2020/21 page 1)
6. To receive members' declarations of interest on any agenda item
7. To approve as a correct record the minutes of the meeting of the Parish Council held on 15<sup>th</sup> of March 2021 (pages 2 – 6)
8. To note the minutes of the Employment Committee minutes from the 16<sup>th</sup> of March 2021 (pages 7 - 10)
9. To note the minutes of the Planning Committee minutes from the 5<sup>th</sup> of April 2021 (pages 11 - 13)
10. To review and approve all Banwell Parish Council Committee and Working Party Terms of Reference (listed on page 14)
11. To approve the following documents
  - i) Calendar of Meeting dates (page 15)
  - ii) Financial Regulations and associated Risk Assessment (available on the shared drive)
  - iii) Standing Orders (available on the shared drive)

12. To review and approve all Banwell Parish Council Policy and Procedures (listed on page 16)
13. To receive the Officer's report/Exchange of information: (Please note that the Council is unable to make any formal decisions under this item) page 17
  - (i) National Walking Month & Walking Buddy initiative
  - (ii) Easter Food Club Initiative
  - (iii) Resurfacing of Youth & Community Centre Car Park
  - (iv) Banwell Bootcamp
14. To ratify the following expenditure made by the Clerk using delegated powers.
  - (i) £95 for Annual Membership of the ICCM
  - (ii) £273 Works to Automatic door at YCC and annual maintenance
  - (iii) £230.01 Quarterly servicing of the disabled access lift
  - (iv) £15 to have the Community Volunteering Award engraved
15. To approve the following items of expenditure: -
  - (i) Insurance premium (page 18)
  - (ii) £348 for Scribe booking scheduling.
16. To agree the names to put forward for North Somersets Street Names request for SNN4117 Taylor Wimpey Site (page 19)
17. To note the conclusion of the internal audit 31<sup>st</sup> March 2020 (page 20 - 24)
18. To approve the Annual Governance Statements for 2020/21 (page 25)
19. To approve the Statement of Accounts for 2020/21 (page 26)
20. To authorise April (page 27) & Mays bills for payment (to follow).
21. To note the Parish Council's end of March (page 28) & April's (to follow) bank balances and bank reconciliation.
22. To note the Parish Council's 2021/22 budget (pages 29 & 30)
23. To agree regular standing order, direct debit and BACs payments made from the Unity bank account (page 31)
24. Date of the next meeting June 21<sup>st</sup> 2021
  - (i) Monday 21<sup>st</sup> of June, 7:30pm, Banwell Youth & Community Centre.
  - (ii) Monday 5<sup>th</sup> July 7pm Planning Committee meeting.